MONO COUNTY
GIS WORKING GROUP / STEERING COMMITTEE
MARCH 6th, 2003

AGENDA OF ITEMS
Bridgeport Board Room

9:15AM   WELCOME / OPENING REMARKS

9:20AM   REVIEW OF LAST MEETING (MINUTES)

9:30AM   FOLLOW-UP ON LAST MEETING
         a. Discuss where we are leaving off from
         b. Discuss network status / issues
         c. Review Assessor parcel maintenance status
         d. Discuss budget and contract issues for the next fiscal year

10:50AM   SCHEDULE NEXT MEETING & ADJOURN

Next meeting:

Wednesday - April 2nd, 2003
Bridgeport Board Room – 9am – 11:30am

*Note: **BOLDED** items in the minutes represent tasks or issues that need to be resolved for the next meeting.*

ATTENDEES: Clay Neeley   Greg Newbry   Keith Hartstrom   Nate Greenberg

SYNOPSIS: The original intention of this meeting was to revisit many of the issues that were presented during the February 20th Working Group meeting in South County when Clay was not present. Major topics that were discussed at this meeting included the sharing and distribution of parcel data and the re-coop of money, maintaining Assessor parcel and database data sets, working within the county budget constraints during the following year, and some of the technical issues associated with the IMS at this time.

MINUTES:
PARCEL DATA DISTRIBUTION
- Need for establishment of a distribution policy
  - Parcel data should be initially completed by the end of March, 2003 with distribution copies available in early April
  - Recently completed parcel data will be used during the Assessor GIS training that takes place in early April and is possible that additional corrections will be made to the data set at and after this point
  - **Nate will work on a draft distribution plan / policy that will be presented to the Working Group at the next meeting.** Prices and distribution methods will be discussed further at that point.
  - It was determined that there shall be three methods of distribution for two separate data sets and a pricing schedule associated with each:
    - Assessor Database Only:
      - One-Time County Wide
      - One-Time Partial Area (community, etc)
      - Periodic Updated County Wide
    - Parcel Data with Assessor Database
      - One-Time County Wide
      - One-Time Partial Area (community, etc)
      - Periodic Updated County Wide
  - **Who will serve as the lead for the data distribution is still to be determined at this point (county staff v. Talon Associates, etc).**
- GIS information kiosks
  - Kiosks will be located at front counter in south county offices. Location to be determined in North county.
  - Kiosks will directly access the IMS through the network and will be directed toward a Map Service that is designed exclusively for this use
    - Situs addresses will not be published through this Map Service
    - What else cannot be published?
  - There will be no charge for the use of the kiosks themselves.
  - If the public wishes to print maps or attribute information associated with the mapping, they can do so and pay a per-page fee. **What should this be?**
  - A date stamp for the creation of the map, as well as the current date of the parcel coverage must be included in all printed versions that come from the kiosks.

ASSESSOR DATA MAINTENANCE
- Direct data maintenance
  - All splits, merges and parcel configuration changes will be managed via the GIS in the Assessor's office
  - Assessor database will be maintained by other staff working within the Assessor's office
  - Training for maintenance of feature data (parcels) will be conducted at a specifically designed training session for Pete Eilertsen to be held in early April

- Data update process to IMS
    - Coordination will have to be established within the Assessor's office and between the Assessor and the IMS management team (Talon Associates at this point) for the update timeline
        - A new version of the Assessor database must match the parcel configuration at the time in order to ensure accurate attribution of information
        - **Need to establish this timeline and develop a written process**
    - Parcel data will be updated by Pete Eilertsen from the Assessor's office directly to the Geospatial Library
    - Assessor database will be updated by Greg Newbry from the south county planning department to the Geospatial Library
    - A 'live-link' will exist between the parcel data and the assessor database based on the 15-digit APN as the common key. New data will fit into this existing template and the update will be 'real-time' as soon as the data is posted

BUDGET ISSUES
- Need to plan for upcoming budget meetings and 2003 – 2004 budget year
    - It is not possible at this point to hire a permanent GIS Management Officer (GIO) for the county as was originally planned for July, 2003
    - Talon Associates will remain as the lead consultants for Mono County GIS efforts for the 2003 / 2004 budget year
    - Talon contract will be renewed in November 2003 and will run through June 2004 in order to get back on the standard county budget cycle.
        - It is anticipated that this contract will be in the amount of $25,000
        - Scope of work and tasks will have to be established at a later date for this contract

TECHNICAL ISSUES
- A new version of the Java Runtime Environment (JRE) and ArcExplorer, which are used to access the IMS via the county network need to be installed on all computers that wish to access this information.
    - **Nate Greenberg will facilitate this process through the end of March**
- Mapserver1 needs to be running on the county's network before the Assessor training takes place so that data access is 'real' during the training
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